

**SECRET**

R 64

17 March 1949

MEMORANDUM FOR Assistant Director for  
Special Operations  
Assistant Director for  
Policy Coordination

SUBJECT: Agent Relationship with  
Employees of Other Governmental Departments and  
Agencies

REFERENCE: Memo from Acting Executive  
for Administration and Training,  
OPC; Subject: Agent Relationship  
with Employees of Other Governmental Departments and Agencies

1. The general policy of CIA governing agreements with employees of other government agencies for service for CIA during other than their normal duty periods with the agencies by which they are employed will be to keep such cases to an absolute minimum, to be justified as essential for urgent emergency purposes in each case.

2. The agreement with such individuals shall be reduced to writing, reviewed by the General Counsel, and approved personally by the Director of Central Intelligence in each case.

3. Agreements may include only the following items of reimbursement:

a. Actual expenses directly incident to official responsibilities to CIA;

b. Entertainment allowance on same basis;

c. Temporary provision for an automobile and provision of necessary operational supplies, if fully justified;

d. Representation allowance if fully justified;

e. Compensation to be only on a straight fee basis (overtime or lump sum payments will not be made).

(If military personnel are involved, only items a, b and c will be considered.)

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4. Agreements of this nature will insure no  
assurance of any kind that positive future employment  
by CIA is involved.

5. It is emphasized again that this means of  
support should be resorted to only in rare cases where  
every other possibility has been completely exhausted.  
(These age-bases defined by paragraph 8.0 a (2) of the  
Administrative Practice Regulations are not affected thereby.)

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R. H. McELROY, DTE  
Rear Admiral, USN  
Director of Central Intelligence

cc: Budget Officer  
Services Officer  
Personnel Officer  
Chief, Inspection and Security

Return to OGC  
Central Records  
Signer's copy

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